
Army Enterprise Resource Planning (ERP) Services

**Attachment 0012: Section L, Instructions, Conditions, and Notices to Offerors
Army Enterprise Resource Planning (ERP) Services
SOLICITATION NUMBER: W52P1J-14-R-0059**

**Army Contracting Command – Rock Island (ACC-RI)
1 Rock Island Arsenal
Rock Island, IL 61299**

11 July 2014

A. Proposal Submission

1. Overview

This requirement is in support of the following Programs/Organizations:

- PM AESIP Portfolio including AESIP Hub, Global Combat Support Systems – Army (GCSS-Army), and Logistics Modernization Program (LMP)
- PM GFEBS Portfolio including GFEBS, GFEBS Sensitive Activities (GFEBS-SA), and Army Contract Writing System (ACWS) (as of the writing of this SSP, the software solution for ACWS has not been determined)
- Army Shared Services Center (Army-SSC)
- Army Stakeholder Organizations (e.g., Fort Hood, Tobyhanna Army Depot)

The Army is conducting this competitive acquisition to award SB MATOC IDIQ contracts for the full range of Army ERP Services.

This is a Small Business set-aside acquisition. In accordance with FAR subpart 19.501, the purpose of a Small Business set-aside is to award certain acquisitions exclusively to Small Business concerns. This Army ERP Services Small Business set-aside acquisition is open to all Small Businesses that meet the size standard of \$25.5M for NAICS 541519: Professional, Scientific, and Technical Services/Other Computer Related Services.

A Firm Fixed Price Guaranteed Minimum Task Order of \$10,000 is contemplated to be awarded in conjunction with the award of the IDIQ Contracts. All IDIQ Contract awardees will be awarded this Task Order. Future Task Orders will be competed using the Fair Opportunity process as requirements arise.

2. General

The Offeror's proposal shall be signed and submitted by an individual having authority on behalf of the Offeror to enter into a contract based on the submitted proposal. The Offeror's proposal shall be written in the English language and conform to the instructions below. Based on the solicitation requirements, the Offeror shall submit a proposal in accordance with these Proposal Submission Instructions.

In accordance with FAR clause 52.215-1, Instructions to Offerors - Competitive Acquisitions (Jan 2004), the Government intends to award without discussions with Offerors. Therefore, it is the Offeror's responsibility to provide current, complete, and accurate information in its proposal. Offerors are cautioned to examine this solicitation in its entirety and to ensure that their proposal contains all necessary information, provides all required documentation, and is complete in all respects. However, the

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Government reserves the right to conduct discussions and to permit Offerors to revise their proposals, if deemed necessary by the Source Selection Authority (SSA). If discussions are deemed necessary, procedures at FAR 15.306(c) and (d) will be followed.

SUBMISSION OF PROPOSALS

(a) Each Offeror shall submit only one proposal (all copies shall be identical). If there are discrepancies, the CD-ROM will take precedence as the official copy. That proposal must address all Government requirements outlined in the solicitation. Offerors shall submit the proposals, with cover letter, by [TBD: DD/MM/YYYY], 1400, Central Time (CT).

(b) Proposals shall be delivered or mailed to the addresses below. No email submissions will be accepted. If the information is being hand carried to ACC-RI, refer to clause 52.214-4584, Hand-Delivered Bids, Quotes, or Proposals.

52.214-4584 LOCAL Hand Delivered Bids, Quotes, or Proposals

(a) Should you elect to hand-deliver your bid, quote, or proposal, you must enter Rock Island Arsenal via the Moline entrance gate, and proceed to the Visitor Control Center (Building 23) to obtain a security badge/registration. The Visitor Control Center hours of operation are from 6:00 a.m. until 3:30 p.m. CT. Upon arrival, ask the Visitor Control Center attendant to contact the Army Contracting Command, Rock Island Contracting Center, Bid, Quote and Proposal Receiving Area, (309) 782-3218/1863. If there is no answer on either of these extensions, the attendant should call (309) 782-6895 to reach an alternate point of contact. If you use a delivery service, it is your responsibility to ensure they are provided these instructions.

(b) Deliveries made between 3:30 p.m. and 4:00 p.m. CT will be handled by the Police Officer at the Moline entrance gate. The Police Officer will call the Army Contracting Command, Rock Island Contracting Center, Proposal Receiving Area or alternate number provided in the preceding paragraph so a visitor decal can be issued to enter the Arsenal.

(c) Delivery is to be made to Building 60, 2nd Floor, Southwest Bay near the Southwest Elevator, "Bid, Quote, and Proposal Receiving Area", (309)782-3218/1863. Proposals will be received only in this designated area.

(d) Packages must be delivered between the hours of 8:00 a.m. and 4:00 p.m. CT, Monday through Friday. No packages will be accepted on Federal Holidays.

(e) In the event this solicitation is an Invitation for Bids, reference FAR 52.214-7, "Late Submissions, Modifications, and Withdrawal of Bids". Conversely, if this

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solicitation is either a Request for Quotations or Request for Proposals, reference FAR 52.215-1, "Instructions to Offerors - Competitive Acquisitions."

MAILING PROPOSALS:

Two (2) hard copies of the proposal (containing all volumes), one (1) additional copy of the price volumes and two (2) CD-ROM copies of the proposal (containing all volumes on each CD-ROM) shall be mailed or delivered to the address below:

U.S. Army Contracting Command - Rock Island
ATTN: CCRC-TD / Angela Calhoun
Bldg 62 3rd Floor
1 Rock Island Arsenal
Rock Island, IL 61299-8000

(c) Late Submissions. Offers, modifications, revisions, or withdrawals of offers will be in accordance with FAR 52.215-1. No electronic (emailed or facsimiled) submissions will be permitted unless specifically stated. Reference FAR 52.215-1(c), Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is late and will not be considered unless 1) it is received before award is made, AND 2) the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; AND 3) there is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers, or was the only proposal received. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted. The Offeror alone bears the responsibility for ensuring that the entirety of its proposal submissions is received in a timely manner.

PLEASE NOTE: The proposal, both hard copy and CD-ROM copies, provided to the Army Contracting Command - Rock Island shall be considered the official copy for determining timeliness.

(d) Period for acceptance of offers. The Offeror agrees to hold firm the prices in its offer for 180 calendar days from the date specified for receipt of offers. The validity period of the proposal shall be clearly stated in Volume IV and completed by the Offeror on the SF33 Block 12.

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(e) Communications:

(1) The solicitation, amendments, notices, and other information will be made available on FEDBIZOPPS at <http://FBO.gov>.

(2) Should an amendment be issued against the solicitation, the Offeror shall acknowledge by signing the Standard Form (SF) 30 entitled Amendment of Solicitation/Modification of Contract and include it in the proposal submission.

(3) All questions pertaining to this solicitation shall be addressed to the Contracting Officer, Jessica Dobbeleare at jessica.r.dobbeleare.civ@mail.mil, and to the Contract Specialist, Angela Calhoun at angela.m.calhoun.civ@mail.mil, and shall be submitted not later than [TBD: DD/MM/YYYY], 2:00 pm, Central Time (CT). The Government is not obligated to provide responses to all questions submitted by Offerors, but will consider them and incorporate changes into the solicitation as deemed necessary. Government responses to questions will be posted at www.fbo.gov for review by all Offerors. Therefore, questions/comments shall not be marked with a restrictive legend and shall not include proprietary information. It is preferred that only one set of questions be submitted by each Offeror instead of multiple sets of questions.

When submitting questions and comments, please refer to the specific text of the solicitation in the following format:

Subject: Solicitation No.W52P1J-14-R-0059

Reference: Solicitation Section ____, Paragraph(s) ____, Page(s) ____.

Offerors are advised to continuously monitor the FEDBIZOPPS website for new information. The Offerors are deemed to have knowledge of all documents that are posted to FEDBIZOPPS.

(f) During the conduct of this acquisition, the Acquisition Source Selection Interactive Support Tool (ASSIST) will be used by the Government to support the proposal evaluation and source selection process. A separate tool, the ASSIST2Industry, will be used in conjunction with ASSIST to accomplish all exchanges with Offerors after receipt of proposals pursuant to Federal Acquisition Regulation (FAR) 15.306. ASSIST2Industry provides the ability for the Government to issue, and the Offerors to receive and respond to, all Evaluation Notices (ENs) in a secure online environment.

In order to initiate the use of ASSIST2Industry, the Government requires the names, company titles, telephone numbers, and email addresses of two (2) individuals that the Offeror has designated as responsible for receiving and responding to Government ENs

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through ASSIST2Industry. The designation of two (2) individuals is for the purpose of insuring availability of one individual if the other individual is not available. The required information regarding these two (2) individuals must be submitted with the Offeror's proposal and included in the cover letter.

After the solicitation's closing date, the Government will establish an account in ASSIST2Industry for each individual identified by the Offeror that has submitted a proposal in response to this solicitation. The two individuals named by the Offeror will be authorized access to that account. Two (2) separate system generated emails will be sent to each individual. One of the emails will contain the individual's ASSIST2Industry username. The other email will contain the individual's temporary password. Using the provided username and temporary password, each individual can then go to <https://ASSIST2Industry.army.mil> to access the account. NOTE: The first time a user logs in, the user will be required to change the temporary password before the user can proceed to use the site.

Whenever the Government issues ENs to the Offeror through ASSIST2Industry, the Government's Contracting Officer will notify the Offeror through a medium independent of ASSIST2Industry (e.g., e-mail) that the Offeror has ENs in ASSIST2Industry waiting for a response. There will be no ENs in ASSIST2Industry until such notice is issued by the Contracting Officer. Offerors can contact the ASSIST2Industry helpdesk at (609) 562-7050 or (609) 562-7031 for any technical assistance that may be needed.

THE OFFERORS ARE CAUTIONED THAT THE SYSTEM GENERATED EMAILS REFERRED TO ABOVE ARE INTENDED FOR ADMINISTRATIVE PURPOSES ONLY. RECEIPT OF THESE EMAILS DOES NOT CONSTITUTE THE COMMENCEMENT OF ANY TYPE OF EXCHANGE WITH THE OFFEROR IN ACCORDANCE WITH FAR 15.306(A), (B), OR (D) (I.E., CLARIFICATIONS, COMMUNICATIONS, OR DISCUSSIONS). ALSO, RECEIPT OF THESE EMAILS DOES NOT SIGNIFY THAT A COMPETITIVE RANGE DETERMINATION IN ACCORDANCE WITH FAR 15.306(C) HAS BEEN MADE OR THAT THE OFFEROR'S PROPOSAL WILL BE INCLUDED IN THE COMPETITIVE RANGE WHEN THAT DETERMINATION IS MADE. ALL NOTIFICATIONS THAT ANY TYPE OF EXCHANGE WITH THE OFFEROR HAS COMMENCED AND THE OFFEROR HAS EVALUATION NOTICES (ENS) AVAILABLE TO RESPOND TO, OR ANY NOTIFICATION THAT THE OFFEROR'S PROPOSAL HAS BEEN INCLUDED IN OR EXCLUDED FROM THE COMPETITIVE RANGE, WILL BE SENT TO THE OFFEROR BY THE CONTRACTING OFFICER INDEPENDENTLY OF THE ASSIST2INDUSTRY.

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3. Proposal Submission Instructions (a) Introduction. The Offeror's proposal shall be submitted in accordance with the instructions in paragraph (b) Format, below. The Offeror's proposal shall consist of five (5) Volumes:

- Volume I - Technical
- Volume II - Past Performance
- Volume III - IDIQ Price
- Volume IV - Sample Task Order Price
- Volume V - Solicitation Documentation

Files shall not contain classified data. The use of hyperlinks is prohibited. Failure to provide the required supporting documentation may result in your offer being rejected.

TO BE CONSIDERED FOR AWARD OF A CONTRACT, THE OFFEROR MUST SUBMIT A COMPLETE PROPOSAL, INCLUDING ALL THE REQUIREMENTS OF THIS SECTION, WITH ITS OFFER. FAILURE TO SUBMIT A COMPLETE PROPOSAL MAY RESULT IN THE ENTIRE OFFER BEING DETERMINED UNACCEPTABLE BY THE GOVERNMENT.

(a) Introduction. The Offeror shall be held responsible for the validity of all information supplied in its proposal, including information provided by potential subcontractors. The Government does not assume the duty to search for data to cure problems it finds in the proposals. The burden of providing thorough and complete information remains with the Offeror. Each volume shall be prepared on a stand-alone basis, so that its contents may be evaluated independently without cross-referencing to other files/volumes of the proposal, with the exception of the Technical Volume in which each subfactor shall be prepared on a stand-alone basis.

Offerors should limit submissions to data essential for evaluation of proposals. However, in order to be effectively and equitably evaluated, the proposals must include information sufficiently detailed to clearly describe the Offeror's capabilities to successfully perform under the resultant contract.

(b) Format. Submissions shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date, and solicitation number in the header and/or footer. MS Word (.docx) files shall use the following page setup parameters:

- Margins - Top, Bottom, Left, Right 1"
- Gutter - 0"

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- From Edge - Header, Footer 0.5"
- Page Size, Width - 8.5"
- Page Size, Height - 11"

The following additional ~~restrictions~~instructions apply:

- Any proprietary information shall be clearly marked.
- A standard, 12 point minimum font size applies.
- Arial font is required for all proposal submissions.
- A standard, 1.0 minimum line spacing also applies.
- Each paragraph shall be separated by at least one blank line.
- No foldout pages.
- The Technical and Past Performance Volumes shall include a Table of Contents and Glossary of Abbreviations and Acronyms, which are exempt from the page limitations identified below.
- If Tabs or ~~an~~Indexes are included, they shall not be included in the page count.
- Any text, tables, figures, etc. that do not comply with the following ~~restrictions~~ will not be considered and therefore not evaluated:
 - Tables, charts, and figures are included in the page count, but may use a reduced font size not less than 8 point and may be landscape (Past Performance Narrative Template shall be completed using 10 point ~~Arial~~ font).
 - Charts and figures shall not exceed one (1) page in length and should be labeled or titled, and referenced.
 - Tables, charts, and figures should be used for tabular type data or short summaries. ~~It They should not be used to capture narratives. Narratives are more appropriately placed in the body of the proposal.~~
- Offerors shall ensure that the print for the entire proposal is easily readable without magnification. If it is unreadable, it will not be evaluated.

(c) Electronic Submission: For the electronic submission, each volume shall be in uncompressed files submitted on CD-ROM. Each CD-ROM of the proposal shall contain all volumes on each CD-ROM with a label identifying the Offeror's name, solicitation number, and date of submission affixed to each of the CDs and the CD cover. Self extracting .exe files will not be acceptable. Hyperlinks are not permitted. ZIP files are not acceptable and CD-ROM submissions shall not be encrypted. Page limitations are listed below.

(d) Proposal Volume Breakout. The Offeror shall present all information relevant to the factor/subfactor in the appropriate Volume/section to facilitate independent evaluation. Pricing information must not be contained in the Technical proposal documents.

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Offerors shall insert their company's name in the file name. Standards for the file naming structure are provided below. Information not conforming to the parameters and within the page limitations detailed below will not be evaluated.

(e) CONTRACT PROPOSAL

Proposals Due: [TBD: DD/MM/YYYY]

Pages/information that exceed the page limitations will not be evaluated. Only one proposal will be evaluated per Offeror. Alternate proposals are not permitted.

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The Proposal requirements are as follows:

Volume	Title	Section	Page Limit	Filename
I	Technical	Sample Task Order	25-35 pages Including figures and tables	[Offeror Name] - W52P1J-14-R-0059 Volume I – Sample TO Narrative.docx
			No page limit N/A Use Attachment 0011 provided in section J.	[Offeror Name] - W52P1J-14-R-0059 Volume I – Sample TO Staffing.xlsx
		Personnel Management	15 pages Including figures and tables	[Offeror Name] - W52P1J-14-R-0059 Volume I - Pers Mgt.docx
II	Past Performance	Section 1 – Prime Offeror References Projects/ Contracts (up to 3)	2 page narrative for each Reference Project/Contract - use Attachment 0007 provided in section J.	[Offeror Name] - W52P1J-14-R-0059 Volume II - PP.docx
		Section 2 – Proposed Major Subcontractor References Projects/ Contracts (up to 6 total for 2 per Major Subcontractor)	2 page narrative for each Reference Project/Contract - use Attachment 0007 provided in section J.	
		Section 3 - Major Subcontractor(s) Consent Letter(s)	N/A No page limit	
		Section 4 - Past Performance Questionnaires (Completed Sections IIA & IIB Only)	N/A No page limit Use Attachment 0008 provided in section J.	
		Section 5 - Adverse Contract Performance/New Corporate Entities	N/A No page limit	
		Section 6 – Teaming Arrangements	No page limit	
III	IDIQ Price	Army ERP Services IDIQ Price Model	N/A No page limit Use Attachment 0004 provided in section J.	[Offeror Name] - W52P1J-14-R-0059 Volume III – IDIQ Price Model.xlsx
		Master Labor Rate Table— Prime	N/A No page limit Use Attachment 0005 provided in section J.	[Offeror Name] - W52P1J-14-R-0059 Volume III – Master LR Table— Prime .xlsx

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Volume	Title	Section	Page Limit	Filename
		Master Labor Rate Table—Subcontractor	N/A Use Attachment 0006 provided in section J.	[Offeror Name]—W52P1J-14-R-0059—Volume III—Master LR Table Sub.xlsx
IV	Sample Task Order Price	Army ERP Services Sample Task Order Price Model	N/A No page limit Use Attachment 0010 provided in section J.	[Offeror Name] - W52P1J-14-R-0059 - Volume IV – Sample Task Order Price.xlsx
V	Solicitation Documentation	Solicitation	N/A No page limit	[Offeror Name] W52P1J-14-R-0059 Volume V – Solicitation.pdf
		Amendments (if applicable)	N/A No page limit	[Offeror Name] W52P1J-14-R-0059 Volume V – Amend000X.pdf

Table 1: Proposal Submission Requirements

~~Any proprietary information shall be clearly marked. Each file shall be prepared on a stand-alone basis, so that its contents may be evaluated independent without cross-referencing to other files of the proposal. The Technical and Past Performance Volumes shall also include a Table of Contents and Glossary of Abbreviations and Acronyms, which are exempt from the page limitations identified below. Pricing Volumes shall be submitted in the files provided in the solicitation at Attachments (0004-0006, and 0010). Alternate proposals are not permitted.~~ The following specifies the content to be included in each proposal volume:

VOLUME I - TECHNICAL

This volume shall be sufficiently specific, detailed, and complete to clearly demonstrate that the Offeror has a thorough understanding of the Army ERP Services requirements and the capability to successfully perform the work. Simply stating that the Offeror understands and will perform the listed functions is inadequate. Paraphrasing the Performance Work Statement (PWS) or Sample Task Order (or parts thereof) is similarly inadequate, as are phrases such as “standard procedures will be employed” or “well-known techniques will be used.” The Technical Volume consists of the following two subfactors:

(a) Sample Task Order Subfactor – Offeror shall describe its proposed approach to performing the Sample Task Order PWS (Attachment 0009). The Sample Task Order response shall include the following:

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- (1) The Offeror shall provide a narrative description detailing its technical approach to perform all tasks in the Sample Task Order PWS. The approach shall integrate activities leveraging the Offeror's proposed lifecycle methodology to complete and deploy the new system functionality described in the Sample Task Order PWS.
 - (2) The Offeror shall provide a description of the processes, procedures, and measures it will use to monitor and control its performance and ensure compliance with the performance standards required by the Sample Task Order PWS. Offeror shall describe its approach to quality management of all services and deliverables, including how the Government will be involved in quality management activities.
 - (3) The Offeror shall demonstrate experience and expertise with SAP and identify the challenges of implementing and maintaining the software solution within the Army/DoD business and technical environments. Offeror's proposal shall include proposed resolutions or mitigation strategies to address the identified challenges.
 - (4) The Offeror shall provide a narrative list of all assumptions made in its response to the Sample Task Order. Offerors shall limit assumptions to those which are essential to meeting the requirements of the Sample Task Order PWS, minimize the burden on the Government, and are realistic within the Army/DoD ERP business and technical environments.
 - (5) The Offeror shall provide its proposed staffing plan and project organization structure to perform the Sample Task Order PWS, including the roles and responsibilities of each component of the project organization. Offeror shall describe its approach to managing the coordination and effectiveness of a distributed workforce based on the places of performance specified in the Sample Task Order PWS.
 - (6) The Offeror shall provide a detailed breakdown that identifies the proposed labor categories and number of hours for each labor category required to perform the Sample Task Order based on the Offeror's approach. Offeror shall utilize only labor categories identified in the Sample Task Order Staffing Template (Attachment 0011). Offeror shall NOT include labor rate or pricing information in its Sample Task Order Narrative or Sample Task Order Staffing Template.
- (b) Personnel Management Subfactor – Offeror shall describe its proposed Personnel Management approach to meet the requirements of the Basic Contract PWS. The Personnel Management response shall include the following:

- (1) The Offeror shall describe its planned teaming approach. The teaming approach shall demonstrate the ability to provide the personnel required to perform all task areas, including which task areas will be performed by the Prime Contractor and which task areas will be performed by subcontractors. The approach shall minimize convenience travel expenses and minimize use of lower tier subcontractors.
- (2) The Offeror shall provide its approach to recruit and retain a qualified and capable workforce that possesses the experience, education, skills, security clearances, Information Technology Personnel Security Designations, and Information Assurance credentials to support the entire scope described in the Basic Contract PWS. The approach shall address effective replacement of departed personnel with equally qualified personnel in the timeframes specified in the Performance Standard for Management of Personnel in the Basic Contract PWS.
- (3) The Offeror shall discuss its methods for accelerated ramp-up and time to productivity, including on-boarding, training, developing, and mentoring personnel to successfully perform the requirements of a newly awarded TO in a timely manner. Offerors shall demonstrate the ability to quickly expand staff to meet TO requirements – including award of multiple TOs.

VOLUME II – PAST PERFORMANCE

Submission requirements for the Past Performance Volume are listed in Table 1: Proposal Submission Requirements.

Project/Contract references shall represent recent, relevant performance under Department of Defense (Army, Navy, DLA, etc), Government (Federal, state, local) and/or commercial contracts.

Recent Projects/Contracts are defined as services or deliverables performed - anytime within five (5) years of issuance of this solicitation - under one or more of the following contract instruments: prime contracts, subcontracts, Task Orders, or delivery orders, or subcontracts Work performed on multiple orders under the same contract may be submitted as a single Project/Contract reference as long as all of the work supports the same program/solution. ~~where services or deliverables were performed, or are still being performed, anytime within five (5) years of issuance of this RFP.~~ The Government reserves the right to consider any significant past performance after the solicitation closing date and prior to award.

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Relevant means performance that demonstrates recent or past work efforts performed by the Offeror or its proposed ~~major~~ subcontractors that have an average annual value of at least \$500,000 and includes one or more of the SAP ERP Services listed below. The Government is particularly interested in work performed for DoD SAP implementations within the Logistics and Finance Domains.

- Solution Architecture
- Requirements Analysis and Traceability
- Design Specifications (Functional & Technical)
- System Configuration and Build
- Test
- Deployment and Fielding
- Configuration Management
- Maintenance
- Organizational Change Management (OCM)
- Help Desk
- Information Assurance
- Compliance
- Transition Services
- Task Order Management

The Government recommends that Offerors limit past performance references to those involving performance as a prime or first tier subcontractor unless it cannot otherwise be avoided.

The contract information to be provided with each project/contract reference is on the ~~attached~~ Past Performance Questionnaire (PPQ) ([Attachment 0008](#)). The Offeror ~~shall~~must complete PPQ Sections IIA and IIB for each Past Performance reference and send copies to the PPQ respondent identified in IIA in a timely manner. The Offeror shall also include the partially completed PPQs with its proposal.

~~The Offeror shall include these documents with its proposal.~~ The PPQ respondent will send the completed questionnaire directly to the Government POC identified in Section IV of the PPQ.

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For each proposed ~~Major S~~ubcontractor, the Offeror shall include a Letter of Consent authorizing the Government to discuss the proposed subcontractor(s) past performance with the Offeror.

The Government is not required to interview all points of contact identified by Offerors.

Adverse Contract Performance: In addition to the contract references, the Offeror (Prime Offeror and each ~~Major S~~ubcontractor) shall identify every recent and relevant contract awarded that encountered any performance problems related to deliverables or services; and every recent contract that was terminated, in whole or in part within the past five (5) years of issuance of this solicitation as a termination for default or termination for cause. For any contract falling under these descriptions, provide the following information:

- Contract number and Order number if applicable
- Date of Termination
- Point of contract to include; email address and telephone number
- Provide a copy of any cure notices or show cause letters received
- Identify reason for any terminations for default or cause
- State any corrective actions taken to avoid recurrence
- Describe in detail any performance problems that include internal/external customer complaints and/or Contract Deficiency Reports (CDRs)
- Describe the extent to which the corrective action has been successful, identifying points of contact who can confirm the success of the corrective measures

NOTE: The number of contracts provided in response to this paragraph is unlimited. If there are no contracts meeting the description above, the Offeror must state as such. Failure to include this information may be cause for rejection of an Offeror's proposal as incomplete.

New Corporate Entities: Newly formed corporate entities which are Prime Offerors may submit data on up to three prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the Offeror shall discuss in detail the role performed by such persons in the prior contracts cited. The Government reserves the right to use data provided in the Offeror's proposal and data obtained from other sources such as the Past Performance Information Retrieval System (PPIRS). To ensure inclusion of all references in the evaluation process, the Offeror is encouraged to provide the Government with the most current data on each reference.

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References provided on classified contracts or contracts to foreign entities cannot be verified. Classified and foreign contracts will not be evaluated.

Teaming Arrangements: Offeror shall identify joint venture partners, team members, and subcontractors. For each teaming partner/entity, provide the company name, Commercial and Government Entity (CAGE) Code, Data Universal Numbering System (DUNS) number, and business size for NAICS code 541519.

VOLUME III – IDIQ PRICE

DFARS 252.216-7002 prohibits the use of blended prime/subcontractor rates on non-commercial item acquisitions with adequate price competition. Therefore, the Offeror shall not blend hourly labor rates when completing the ~~complete the~~ Master Labor Rate Table ~~for the Prime and all Subcontractors~~ (Attachments 0005 ~~and 0006~~) for the provided labor categories, assuming contractor site rates. A separate Master Labor Rate Table is required for each Subcontractor.

The Offeror shall then enter the highest proposed fully burdened hourly labor rate from ~~either the Master Labor Rate Table Prime or the Master Labor Rate Table Subcontractor(s)~~ onto the Army ERP Services IDIQ Price Model (Attachment 0004). The proposed fully burdened hourly labor rates included on the Army ERP Services Master Labor Rate Table ~~IDIQ Price Model~~ will be incorporated into the contract as the ceiling labor rates for each labor category. All proposed labor rates shall be expressed as a value and be rounded to two decimal places (no formulas). Failure to include an hourly rate for all of the provided labor categories within the Army ERP Services IDIQ Price Model may deem an Offeror to be non-responsive.

Within the Army ERP Services IDIQ Price Model, the Government has provided corresponding labor hours for each of the labor categories included on the Master Labor Rate Tables. The provided labor categories and hours have been taken from the Independent Government Cost Estimate (IGCE) and the Offeror shall not make any changes to these items.

Each area that requires the Offeror's input has been highlighted in blue. Failure to complete the Army ERP Services IDIQ Price Model may deem an Offeror non-responsive.

The Government reserves the right to require the submission of any data necessary to validate the reasonableness of an offer.

VOLUME IV – SAMPLE TASK ORDER PRICE

The Offeror shall complete the Army ERP Services Sample Task Order Price Model (Attachment 0010) for the five Performance Periods, utilizing the hours identified on the Sample Task Order Staffing Template (Attachment 0011). For evaluation purposes of the Sample Task Order only, the Offeror must propose the fully burdened hourly rates (ceiling rates) from the Army ERP Services IDIQ Price Model (Attachment 0004). The Offeror's sample task order price proposal shall be contained on the Army ERP Services Sample Task Order Price Model. All proposed labor rates shall be expressed as a value and be rounded to two decimal places (no formulas).

The Government utilized the IGCE to provide the estimated labor categories and hours to complete the B-Tasks. The Offeror shall not make any changes to these items.

Each area that requires the Offeror's input has been highlighted in blue. Failure to complete the Army ERP Services Sample Task Order Price Model may deem an Offeror non-responsive.

The Government reserves the right to require the submission of any data necessary to validate the reasonableness of an offer.

VOLUME V – SOLICITATION DOCUMENTS

Each Offeror shall complete blank lines and provide signatures for the contract sections indicated below without modification to the files. An authorized official of the firm shall sign the Standard Form 33 and all certifications requiring original signature. Create an Adobe Acrobat file, ".pdf" to capture the signatures for submission.

- Solicitation Section A. Standard Form 33 (SF 33), Solicitation, Offer and Award, and applicable amendments
- Solicitation Section G. Contract Administration Data
- Organizational Conflict of Interest Agreement
- Solicitation Section K. Representations, Certifications, and other Statements of Offerors
- Any proposed exceptions to solicitation terms and conditions